

ITINERARY OF OFFICIAL TRAVEL

Name: Melissa Linden (3HS32)

Destination: Charleston, WV

Dates of Travel: March 2, 2014 – March 7, 2014

Account #: 2014 T 03W 30DC6 A3XKRS00

Purpose Code: _____

Travel Justification: Removal Assessment at Freedom Industries Chemical Spill (Charleston, WV Chemical Leak Site); travel via GOV

Departing From: Wheeling Residence

Travel Expenses (check all that apply):

	Estimated	Actual
Lodging (\$102x 6nights)	\$612.00	\$510.00
Lodging Tax	\$76.50	\$63.75
Per Diem \$51x5 + \$38.25x2 days)	\$331.50	\$280.50
Air Fare		
Air Ticket Fee (\$4.35)		
Gov Trip Fee	32.00	
Rental Car		
Rental Car Gasoline		
POV Mileage (\$0.585/mile)		
Parking	\$0.00	
Tolls		

	Estimated	Actual
Transportation to/from Airport		
Public Transit (cab, train, etc)		
Business Calls		
Personal Calls		
Laundry		
Car Wash		
Registration Fee		
ATM Fee (1.9%)		
Supplies		
Other - baggage		
Total:	\$1052.00	

Date/Time Travel Started: March 2, 2014 10:00

Date/Time Travel Completed: March 7, 2014 18:00

SECTION CHIEF SIGNATURE FOR LOCAL TRAVEL: _____

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